SILVERDALE SCHOOL

Attendance Management Plan

(Aligns with MoE STAR Framework and 2024/2025 Regulations)

Goal: To achieve 90% regular attendance (present for 90% or more of school time) for all students.

Rationale: Regular and punctual attendance is essential for student progress, social integration, and overall well-being. This plan establishes clear, proactive steps to identify and address barriers to attendance in partnership with students, whānau, and the wider community.

Key Obligation	Detail
Board Responsibility	To take all reasonable steps to ensure regular attendance and approve the Attendance Management Plan.
Parent/Caregiver Obligation	To ensure children are enrolled and attend school every day the school is open, and to notify the school promptly of any absence.
Principal's Duty	To ensure attendance is recorded for each half-day and submitted daily to the MoE.

Attendance Recording and Reporting Procedures

Recording and Monitoring

- **Roll Marking:** Teachers must mark the roll in eTap **twice daily**:
  - **Morning Roll:** By **9:15am**.
  - **Afternoon Roll:** By **12:55pm** (or immediately following the lunch break).
- **Late Arrivals:** Any student arriving after the morning roll is marked must **sign in at the school office** before going to class. The office staff will update the eTap with the 'Late' code and time.
- **Reporting:** The Principal/Office Administrator will ensure attendance data is submitted to the Secretary for Education via the approved mechanism **at the end of each school day**.

Absence Notification

- **Caregiver Requirement:** Caregivers must notify the school of an absence **before 9:00am** on the day of absence via:
  - School app/website form.
  - Text message (must include student's full name and reason). 0273369199

- **Unexplained Absence Follow-Up:** If no notification is received by **9:30am**:
  1. Office staff will send an **automated text message** to the primary caregiver.
  2. Office staff will send an email to caregivers at **10.00am.**
  3. If no response is received by **11:00am**, office staff will **phone** all listed emergency contacts until contact is made and the student's safety is confirmed.

Stepped Attendance Response (STAR) Framework

The following actions are triggered by the total number of **non-justified (unapproved) days absent** within a term. **Justified absences** (e.g., genuine illness, medical/dental appointments, bereavement) are monitored but do not automatically trigger the intervention steps below.

Tier	Threshold (Days Absent per Term)	Attendance Rate	School/Whānau Action	Responsibility
Tier 1 (Proactive)	**0-4 Days**	90%−100%	**Monitor.** Reinforce positive attendance culture. The classroom teacher provides gentle follow-up on return from a short absence.	Teacher / Office
Tier 2 (Early Intervention)	**5-9 Days**	80%−89%	**Attendance Alert.** Deputy Principal/Team Leader contacts whānau via phone/email to discuss patterns, offer initial support, and reiterate attendance policy. Attendance data included in school reports.	Deputy Principal / Team Leader
Tier 3 (Intensive School Support)	**10-14 Days**	70%−79%	**Formal Meeting.** Principal/Deputy Principal sends a **formal letter** requesting a meeting with whānau. The meeting aims to **identify barriers** (health, transport, social) and develop an **agreed Attendance Support Plan** (ASP).	Principal / DP / Whānau
Tier 4 (External Agency	**15+ Days**	<70%	**Referral to Attendance Service. Attendance Support Plan** (ASP) is	Principal / DP / Attendance Service

Referral)			reviewed. If no improvement, the school formally refers the student to the **Attendance Service** (via MoE) for specialist support and intervention. The school continues to implement the in-school **Attendance Support Plan** (ASP).	

Responses to Specific Absence Types

Absence Type	Recording Code (MoE Refreshed Codes)	Management Action
G - Holiday during Term Time	**E - Explained but Not Approved** (if under 20 days)	The Board strongly discourages holidays in term time. Requests must be made in writing to the Principal in advance. Approval is granted only in **exceptional circumstances**.
L - Late Arrivals	**L - Late** (if within threshold)	A lateness pattern will trigger a follow-up phone call/meeting from the classroom teacher. If the lateness continues a follow up phone call from the DP.
M - Genuine Illness	**M - Medical/Illness**	For absences exceeding **3 consecutive days** due to illness, the school may request a medical certificate or further explanation to justify the absence.
T - Truancy	**T - Truant** (Unauthorised)	Used if the student is absent without knowledge or permission, or if the student leaves school without permission. This triggers immediate contact with whānau.
20 Consecutive Days Absent	**Removed from Roll**	The student is removed from the school roll if unjustifiably absent for 20 consecutive school days or more, and the Attendance Service is informed.

Review and Publication

- **Review:** This Attendance Management Plan will be reviewed by the Silverdale School Board **annually** (or following significant updates to MoE legislation/guidance).
- **Publication:** This plan will be published on the **Silverdale School website** to ensure all whānau have clear access to the school's expectations and procedures.